



## **TOWN OF ARLINGTON EQUAL OPPORTUNITY ADVISORY COMMITTEE**

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**TRICIA O'DONOGHUE, CHAIR  
BARBARA BOLTZ  
AUGUSTA HAYDOCK  
JACK JONES**

**CARYN COVE MALLOY  
EQUAL OPPORTUNITY OFFICER**

**Equal Opportunity Advisory Committee  
Meeting Minutes  
Wednesday September 14, 2016  
7:30 p.m.**

**Present:** Tricia O'Donoghue, Chair, Caryn Malloy, Barbara Boltz, Jack Jones

**Absent:** Augusta Haydock

**Minutes**

Barbara Boltz moved approval of the June 8, 2016 meeting minutes as corrected.  
SO VOTED

**Current Job Openings**

The Committee discussed the process for the newly open Assistant Town Manager position. The Town appointed an internal candidate, Mr. James Feeney who has worked as a compliance officer for the Health and Human Services department since 2009.

In an effort to increase the strength and diversity of the police officer applicant pool Caryn Malloy reported that she and Chief Ryan are working on having officials from the state come out to conduct an open house for Arlington residents considering taking the civil service exam in the spring of 2017. Caryn indicated that she will be speaking with officials from the City of Cambridge who had success with this type of recruitment.

**Current Bid Projects**

The Committee reviewed the Contractor Certification which is finalized as follows:

### **CONTRACTOR CERTIFICATION**

During the performance of the Contract, the Contractor and all subcontractors (hereafter collectively referred to as "the Contractor") for a town construction contract or town assisted construction contract, for him/herself, his/her assignees and successors in interest, agree to

comply with all applicable equal employment opportunity, non-discrimination and affirmative action requirements, including but not limited to the following:

The Contractor shall comply with the provisions of Town of Arlington Bylaws, Anti-Discrimination policies and Chapter 151B of the Massachusetts General Laws, as amended, and all other applicable anti-discrimination and equal opportunity laws, all of which are herein incorporated by reference and made a part of this contract.

In connection with the performance of work under this contract, the Contractor shall undertake, in good faith, affirmative action measures to eliminate any discriminatory barrier in the terms and conditions of employment on the grounds of race, color, religious creed, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, children, marital status, veteran status or membership in the armed service, the receiving of public assistance, and handicap. Such affirmative action measures shall entail a list of positive and aggressive measures which shall include but not be limited to, advertising employment opportunities in minority and other community news media; notifying minority women and other community-based organizations of employment opportunities; maintaining a file of names and addresses of each worker referred to the Contractor and what action was taken concerning such worker; and notifying this Committee in writing when a union with whom the Contractor has a collective bargaining agreement has failed to refer a minority or woman worker.

The Contractor shall submit to the Equal Opportunity Advisory Committee, through the Purchasing Director Domenic Lanzillotti, the following Contractor's Certification with all attachments. The Contractor's Certification will be reviewed by the Committee and will inform the Contractor of any deficiencies to be corrected.

The Committee requested that the certification which requires Contractors to provide details on their good faith efforts to hire female and minority employees be sent out to contractors that have already been awarded town projects and to contractors as they are awarded projects in the future.

#### School Diversity Task Group (SDTG)

Barbara Boltz reported that the group has not met since the beginning of the school year. Barbara will provide a report at the October meeting.

#### Other Business

The Committee discussed requesting from the Board of Selectmen a proclamation for long time member Howard Winkler who recently retired from the Committee.

Barbara Boltz moved to adjourn the meeting at 8:25 p.m.

Caryn Malloy  
Equal Opportunity Officer